### MORTGAGE BROKER COMPANY APPLICATION

### FORM MU1 UNIFORM MORTGAGE LENDER/MORTGAGE BROKER APPLICATION JURISDICTION-SPECIFIC REQUIREMENTS FOR WASHINGTON STATE

Use the "MB" boxes on the *form MU1* to apply for a WA Mortgage Broker license. Along with the *form MU1*, send the following to the WA Department of Financial Institutions (DFI). Use your company's letterhead to provide information for items 3, 4, 6, and 7 below. Please leave at least 2" from the top of the page before typing the information labeled by item number. Documents and forms referenced by *italics* below are available from our website at <a href="http://www.dfi.wa.gov/cs/mortgage.htm">http://www.dfi.wa.gov/cs/mortgage.htm</a> for your convenience.

- 1. FEE Make your check payable to the "Washington State Treasurer." Clip it (no staples) to the top of the application package.
  - a. Initial License Applications: \$371.60 deposit toward time spent processing the application
  - b. "Renewals:" \$530.86 per location is the Annual Assessment fee
  - c. Amendments: no fee required
  - d. Closures: Annual Assessment fee must be brought current
- 2. FINANCIAL RESPONSIBILITY Submit the *Calculation of Average Number of Loan Originators* form to determine the minimum surety amount pursuant to *WAC 208-660-080*. Choose one of these alternatives and send the original document with your application package:
  - a. Surety Bond to Operate Mortgage Broker Business (W-2) with two original signatures, surety seal, and attached power of attorney. (This bond does not cover independent contractor loan originators.)
  - b. Surety Bond to Operate Mortgage Broker Business with Independent Contractor (1099) with two original signatures, surety seal, and attached power of attorney. (also see #8c) (This bond covers both employee and independent contractor loan originators.)
  - c. Assignment of Account or Time Deposit with original signatures and bank's portion notarized.
  - d. Irrevocable Letter of Credit Review *WAC 208-660-08005* carefully and contact your bank to obtain an irrevocable letter of credit. Your bank may choose to fax draft language to DFI for approval, prior to final signatures please phone our office (see #9) before faxing such a draft.
- 3. WA STATE PRE-REQUISITE LICENSE(S) Type your WA State UBI number on your letterhead:
  - a. Contact the Washington State Department of Licensing (DOL) at (360)902-3600 or online at <a href="www.dol.wa.gov">www.dol.wa.gov</a> to apply for your Washington State Master Business License which will display your Unified Business Identifier (UBI) number. A copy of this document is **not** required with your application package. DFI will verify information directly with DOL.
  - b. If a corporation, partnership, or LLC, please contact the Washington Secretary of State (SOS) Division of Corporations at (360)753-7115 or online at <a href="www.secstate.wa.gov">www.secstate.wa.gov</a> to register your company. A copy of this document is **not** required with your WA application (even though the Form MU1 instructions do say to attach it). DFI will verify information directly with SOS.
- 4. REGISTERED AGENT On your letterhead, provide the name, address, phone number, social security number, and date of birth of the individual named as registered agent.
  - a. If your office is outside the borders of Washington State, you **must** maintain a registered agent inside Washington.
  - b. If your office is within the borders of Washington State, the use of a registered agent is **optional** (your office staff may serve as registered agent). If your company has used a registered agent when filing with DOL or SOS, please provide DFI with information about **that** registered agent.

5. TRUST ACCOUNTING – Choose one of these forms and send the original document with your application package. Review *RCW* 19.146.050 and *WAC* 208-660-08010 through -08040 carefully!

### Do you intend to accept borrowers' funds to pay for third party services?

- a. If no, you NEVER (not even reimbursement at closing) intend to accept monies from borrowers or on behalf of borrowers for the payment of third party service providers, you may complete the *Alternative Certificate of Compliance* form. (Use this form if you don't want to open a trust account.)
- b. If yes, use a *Certificate of Compliance and Authorization to Examine Trust Accounts* form to report each trust account you'll use with WA loans. The trust account(s) must be located at a federally insured depository institution in Washington State. You'll complete the top portion of the form, have the bank complete the bottom portion and notarize it.
  - You may not deposit your own funds into the trust account, not even to open the account. The
    trust account should be a non-interest-bearing account. Bank charges for maintenance of the trust
    account (eg: monthly service fees, check printing fees, etc) should be withdrawn from your
    general operations account, not from the trust account.
  - If your bank won't open a zero-balance trust account, provide a statement on your letterhead indicating that no deposits have been or will be accepted from borrowers until a license is issued. After your license is issued, and upon receipt of any customer funds, you must immediately establish a trust account and forward the *Certificate of Compliance and Authorization to Examine Trust Accounts* form to the DFI. DFI may issue a conditional interim license contingent upon receipt of the trust certificate within a specified time frame.
- 6. DESIGNATED BROKER On your letterhead, tell us who will be your "Designated Broker" (DB), and what date they passed the test? Attach copies (not originals) of documentation to satisfy part (6c) either (i) or (ii) below.
  - a. Your DB must be on-site at your main licensed location for serving WA consumers; and
  - b. Your DB must **have passed** the written test administered at DFI's offices (see *Exam Test Schedule and Registration* form) **and**
  - c. Your DB must either
    - (i) Complete an approved course of education (online click the *Education & Testing* link for a list of approved schools and attach certificate) **or**
    - (ii) Prove 2 years of experience in the residential mortgage loan industry. Acceptable proof includes W-2 or 1099 forms, or a letter from wholesale lender (not employer) to whom DB has submitted satisfactory loan packages stating such experience exists.
  - d. List your DB on Schedule A as a "control person" and have your DB file a form MU2.
- 7. CONTROL PERSONS File a *form MU2* for each other individual listed on *Schedule A* as a "control person." DFI will conduct a background investigation on each of these people, and may require fingerprint cards during the course of the investigation. Be prepared to promptly respond to DFI's request(s) as needed.
- 8. LOAN OFFICERS Answer these questions on your letterhead:
  - a. Will any of your loan originators be compensated as Independent Contractors (IRS form 1099)?
  - b. For each 1099 Independent Contractor loan originator, provide a copy of the signed *Independent Contractor Agreement*. If you prefer, you may file a signed copy of your own contract satisfying the requirements of *RCW* 19.146.200 instead of using DFI's form. (see #2b)
- 9. STILL NEED HELP? Contact DFI's Division of Consumer Services licensing staff by phone at 360-902-8756 or send your questions via e-mail to <a href="mailto:DCS@dfi.wa.gov">DCS@dfi.wa.gov</a> for additional assistance.
- 10. DELIVERY Keep copies of everything, and send original Form MU1 and all attachments to:

### Via US Postal Service

Dept of Financial Institutions Division of Consumer Services PO Box 41200 Olympia WA 98504-1200 Via other couriers (eg: FedEx, UPS, etc)
Dept of Financial Institutions
Division of Consumer Services
150 Israel Rd SW
Tumwater WA 98501

## UNIFORM MORTGAGE LENDER/MORTGAGE BROKER FORM FORM MU1 INSTRUCTIONS

### A. GENERAL INSTRUCTIONS

- FILING Form MU1 is the Uniform Mortgage Lender/Mortgage Broker business Application. Any applicant for a
  Mortgage Lender or a Mortgage Broker business license may apply to jurisdictions that have adopted the Uniform
  Application using Form MU1. An applicant must also refer to each jurisdiction in which it is applying for jurisdictionspecific requirements.
- 2. **TERMS USED** See the following Explanation of Terms section regarding italicized words/phrases.
- 3. **EXECUTION** The execution section must be completed by an authorized representative of the *applicant* (corporate officer, partner, member, sole proprietor, etc).
- 4. **DATES** The filing date is the date *applicant* submits this form to the *jurisdiction(s)*. The effective date is the date *applicant* would like this license/registration or amendment to become effective. Consult applicable *jurisdiction* for effective date expectations.
- 5. **AMENDMENTS** The *applicant* must update information as required in each applicable *jurisdiction* by submitting amendments using Form MU1. Only complete the information that is being amended as well as the name of the *applicant* and circle the item being amended. Consult each *jurisdiction* concerning the return of the prior original license/registration document when submitting the amended Form MU1.
- CONTACT EMPLOYEE The individual listed as the contact employee must be authorized to receive all compliance and licensing information, communications, and mailings, and be responsible for disseminating it within the applicant's organization.
- 7. **SURRENDER** / **CLOSE** When an *applicant* decides to cease operations under the license/registration, use the Form MU1 to notify *jurisdiction(s)* by checking the "surrender" box and completing only items 1A, J, and K. Surrender the original license/registration document (if any was issued) to the *jurisdiction(s)*. Consult each *jurisdiction* concerning additional specific requirements at surrender/closure.

### **B. FILING INSTRUCTIONS**

### 1. FORMAT

- A. A fully completed Form MU1 is required to be submitted to each *jurisdiction* when the *applicant* is filing for the first time. The *applicant* should contact the appropriate *jurisdiction(s)* for specific filing requirements, including applicable fees
- B. The Execution section must include notarized original manual signature, for the initial Form MU1 filing.
- C. Type all information.
- D. Use only the current version of Form MU1 and its Schedules or a reproduction of them.

### 2. ATTACHMENTS - Provide the following:

- A. Schedules A, B, and C File Schedules A and B only with initial applications. Use Schedule C to update Schedules A and B as needed.
- B. File a Form MU2 for each individual designated on Schedule A or C as a "control person".
- C. Enclose a Certificate of Good Standing from the Secretary of State or similar state authority for the state where the *applicant* obtained its legal status listed in Item 3C and for the *jurisdiction(s)* for which the *applicant* is applying.
- D. If the applicant is a partnership of any form, enclose a copy of the partnership agreement.
- E. Some *jurisdiction(s)* require separate filings for use of fictitious name/trade name/doing business as name(s). Consult the *jurisdiction(s)* to determine such requirements, and attach a copy of such filing if required by that *jurisdiction*.
- F. The name, full delivery address, and telephone number of the registered agent for service of legal process. Consult the *jurisdiction(s)* to determine if the registered agent is required to be located within the *jurisdiction(s)* in which you are applying.
- G. Depending on the *jurisdiction*, individual(s) originating or soliciting to originate mortgage loans at the business may need to file a Form MU4. Please consult your chosen *jurisdiction(s)* to verify the requirements there.
- H. Depending on the *jurisdiction*, branch offices may need to complete a Form MU3. Please consult your chosen *jurisdiction(s)* to verify the requirements there.
- 3. **FINANCIAL RESPONSIBILITY** Consult each *jurisdiction* in which the *applicant* is applying to determine requirements for financial responsibility. These may include the submission of financial statements, surety bond(s), minimum net worth, or other requirements.
- 4. **JURISDICTION-SPECIFIC REQUIREMENTS** Consult each *jurisdiction* in which the *applicant* is applying for a list of requirements unique to the *jurisdiction(s)*, including applicable fees, records retention, etc.

### C. EXPLANATION OF TERMS – The following terms are italicized throughout Form MU1

### 1. GENERAL

**APPLICANT** – The mortgage lender or mortgage broker applying or amending information on this form. The only instance in which the *applicant* is an individual is in the case of a sole proprietorship.

**CONTROL** – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any *person* that (i) is a director, general partner or officer exercising executive responsibility (or having similar status or functions); (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; or (iii) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

**CONTROL PERSON** – An individual named in Item 1A or in Schedules A, B or C that directly or indirectly exercises *control* over the *applicant*.

**JURISDICTION** – A state, the District of Columbia, the Commonwealth of Puerto Rico, or any subdivision or regulatory body thereof.

**PERSON** – An individual, partnership, corporation, trust, or other organization.

### 2. FOR THE PURPOSE OF ITEM 8

**CHARGED** – Being accused of a crime in a formal complaint, information, or indictment (or equivalent formal charge).

**CONTROL AFFILIATE** – A *person* named in Item 1A or in Schedules A, B or C as a *control person* or any other individual or organization that directly or indirectly controls, is under common control with, or is controlled by, the *applicant*, including any current employee except one performing only clerical, administrative, support or similar functions, or who, regardless of title, performs no executive duties or has no senior policy making authority.

**ENJOINED** – Includes being subject to a mandatory injunction, prohibitory injunction, preliminary injunction, or a temporary restraining order.

**FELONY** – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *felony* is an offense punishable by a sentence of at least one year imprisonment and/or a fine of at least \$1,000. The term also includes a general court martial.

**FINANCIAL SERVICES OR FINANCIAL SERVICES RELATED** – Pertaining to securities, commodities, banking, insurance, consumer lending, or real estate (including, but not limited to, acting as or being associated with a bank or savings association, credit union, mortgage lender, mortgage broker, closing agent, title company, or escrow agent).

**FOREIGN FINANCIAL REGULATORY AUTHORITY** – Includes (1) a *financial services* authority of a foreign country; (2) other governmental body empowered by a foreign government to administer or enforce its laws relating to the regulation of *financial services* or *financial services-related* activities; and (3) a foreign membership organization, a function of which is to regulate the participation of its members in *financial services* activities listed above.

**FOUND** – Includes adverse final actions, including consent decrees in which the respondent has neither admitted nor denied the findings, but does not include agreements, deficiency letters, examination reports, memoranda of understanding, letters of caution, admonishments, and similar informal resolutions of matters.

**INVOLVED** – Doing an act or omission or aiding, abetting, counseling, commanding, inducing, conspiring with or failing reasonably to supervise another in doing an act or omission.

**MISDEMEANOR** – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *misdemeanor* is an offense punishable by a sentence of less than one year imprisonment and/or a fine of less than \$1,000. The term also includes a special court martial.

**ORDER** – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an *order*.

**PROCEEDING** – Includes a formal administrative or civil action initiated by a governmental agency, self-regulatory organization or a *foreign financial regulatory authority*, a *felony* criminal indictment or information (or equivalent formal charge); or a *misdemeanor* criminal information (or equivalent formal charge). The term does not include other civil litigation, investigations, or arrests or similar charges affected in the absence of a formal criminal indictment or information (or equivalent formal charge).

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						MORTGAGE LENDER
		Date of Filing:				
<u>VARNII</u>	records of the <i>ju</i>		provisions of law perta sciplinary, administrativ	aining to the conducte, injunctive or crim	t of business for whic inal action.	e failure to keep accurate books and the you are applying, may violate the law
IEW AF	PLICATION	☐ SURRENDER ☐	AMENDM	IENT 🗌 To ame	end, circle item(s)	being amended.
. Exa	act name, princ	cipal business address, mailing	address, if different, a	nd telephone numb	ers of <i>applicant:</i>	
A.	Full name of (if sole proprieto	applicant. r, provide last, first and middle name)				Imployer Identification Number Security No is allowed for sole proprietorship)
C.	(2) List any	under which business primarily other name(s) by which the appears as necessary).		•		) in which they are or will be used (Use
	1. Name	iai sneets as necessary).	Jurisdiction	2. Name		Jurisdiction
	3. Name		Jurisdiction	4. Name		Jurisdiction
	J. Ivanic		ounsaiction	4. Ivanic		ounsalellon
D.	☐ applicant	nakes a name change on beha name (1A) or   business nam				<u> </u>
E.	Main addres	s: (Do not use a P.O. Box)				
	Number and Stre	eet	City		State/Country	Zip+4/Postal Code
F.	Mailing addr	ess, if different:				
	PO Box or Num		City		State/Country	Zip+4/Postal Code
G.	Telephone N Business ph	lumbers and Website address: one		Fax line		
	Area Code	Telephone Number		Area Code	Telephone Number	
H. I.	website address Other than the YES Contact Emp	ne office in 1E, does the <i>applica</i> NO (In certain <i>jurisdictions</i> ,			ugh branch offices or	other business locations? approved. Use Form MU3.)
	Name and Title			Area	Code Telephone Nu	umber
	Number and Stre	eet	City		State/Country	Zip+4/Postal Code
J.	E-mail Address Employee au	uthorized to respond to consum	ner complaints:		Fax Number	
	Name and Title			Area C	Code Telepho	one Number
	Number and Stre	eet	City		State/Country	Zip+4/Postal Code
K.	E-mail Address Physical address requirements		ial books and records	of the <i>applicant</i> will	Fax Number be kept. Consult eac	h jurisdiction for specific records reten
	Organization Na	me (if different from applicant) or Records	s Custodian Name	Area	Code Telephone Nu	imber
	Number and Stre	eet	City		State/Country	Zip+4/Postal Code
<i>pplicant</i> .  nformation	The undersion filed herewi	gned and applicant represent the shift, all of which are made a part previously submitted is not ame Date (MM/DD/Y	nat the information and hereof, are current, truended such information (YYY) Signat Sworn before me	statements containue and complete. Ti	ed herein, including e he undersigned and a le and complete.	half of, and with the authority of, said xhibits attached hereto, and other applicant further represent that to the Title  Title  Print authorized party name
	Notary seal he	ere on this	day of		at	
			Month ary Public Signature	Yea	ar S	tate County  ary Appointment Expires (MM/DD/YYYY)

Applic	ant full lega	I name:					<u>-</u>					
2.	Enter "1" i	f applicant	is newly	ne box(es) for each juris applying in that jurisdic ading application in th	ction as a							
				y licensed/registered								
		ML	MB		ML	MB		ML	MB		ML	MB
Alabar				Idaho			Montana			Rhode Island		
Alaska				Illinois			Nebraska			South Carolina		
Arizon	a			Indiana			Nevada			South Dakota		
Arkans	sas			lowa			New Hampshire			Tennessee		
Califor	nia – DOC			Kansas			New Jersey			Texas - OCCC		
Califor	nia – DRE			Kentucky			New Mexico			Texas – SML		
Colora	do			Louisiana			New York			Utah		
Conne	cticut			Maine			North Carolina			Vermont		
Delawa	are			Maryland			North Dakota			Virginia		
District				Massachusetts			Ohio			Washington		
Colum Florida				Michigan			Oklahoma			West Virginia		
Georgi	ia			Minnesota			Oregon			Wisconsin	+ +	
Guam				Mississippi			Pennsylvania			Wyoming		
Hawaii				Missouri			Puerto Rico					
3.	A. Indic	ate legal s	tatus of <i>ap</i>	nlicant								
4.	D. If apple A. Directlengag (check only This Partners)	ership agr /Country of olicant is a y or indire ed in the boone for each ership, Co	of formation publicly to ctly, does pusiness or the relationshorporation,	etorship, indicate date as filed, or where applicant:  aded corporation, please applicant control, is applicant a mortgage lender or in hip, attach additional copiese or Organization	se insert s  blicant con  mortgage    s as needed  Partnership	tock symb	ol: Date of on is applicant under no, go to 4B.	formation er common	control wi	th, any <i>person</i> that with applicant		- - NO
	Briefly des		control rela	ationship, including an o				State/Coun ationship.		Zip+4/Postal Code ional sheets for com	nments if nec	-
	☐ Bank F	lolding Co lon-Memb	mpany	☐ National Bank	☐ State	Member	Bank of the Federal ☐ Credit Union		ystem gn Bank	☐ Thrift Holding		
	Financial Inst	itution Name										_
	Number and S Briefly des		control rela	ationship, including an o	organizatio	City onal chart	which shows the rela	State/Cour ationship.		Zip+4/Po ional sheets for com		essary.
			;	Schedule A and, if appl Amendments to sche								<u>-</u>

Аррі	lica	<i>nt</i> ful	Il legal name:		
5.		A. B. C. D. E. F. G.	c type(s) of mortgage related business engaged in (or to be engaged in, if not yet active) by applicant.  First mortgage loans Second mortgage loans Home equity loans, including lines of credit Loans guaranteed by the Federal Housing Administration (FHA) Loans guaranteed by the Veterans Administration (VA) Reverse mortgage loans High cost home loans (refer to various state definitions of covered transactions) Mortgage Servicing Other mortgage products and services(If "yes", briefly describe below) Credit insurance	YE	_
6.		If "y€	applicant engage in any non-mortgage-related business? es" briefly describe.	YES	NO
7.		Will	applicant occupy or share space with any person(s) engaged in financial services-related activity? If "yes," provide the name(s) of the person(s).	YES	NO
8.			e answer to any of the following is "YES", provide complete details of all events or <i>proceedings</i> in an attachment. Refer to the explanation of the instructions for explanations of italicized terms. <b>Remember to file updates of these disclosures as needed.</b>	n of ter	ms
			Criminal Disclosure	YES	NO
			the applicant or a control affiliate ever: been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony?		
		(2)	been charged with any felony?		
			ne past ten years has the <i>applicant</i> or a <i>control affiliate</i> : been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to a <i>misdemeanor involving</i> :  financial services or a financial services-related business or any fraud, false statements or omissions, theft or any wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?		
		(2)	been <i>charged</i> with a <i>misdemeanor</i> specified in 8B(1)?		
			Regulatory Action Disclosure		
	C.		any State or federal regulatory agency or foreign financial regulatory authority ever: found the applicant or a control affiliate to have made a false statement or omission or been dishonest, unfair or unethical?		
		(2) 1	found the applicant or a control affiliate to have been involved in a violation of a financial services-related regulation(s) or statute(s)?		
			found the applicant or a control affiliate to have been a cause of a financial services-related business having its authorization to do business denied, suspended, revoked or restricted?		
		(4)	entered an order against the applicant or a control affiliate in connection with a financial services-related activity?		
			denied, suspended, or revoked the applicant's or a control affiliate's registration or license or otherwise, by order, prevented it from associating with a financial services-related business or restricted its activities?		
	D.		the applicant's or a control affiliate's authorization to act as an attorney, accountant, or State or federal contractor ever been revoked uspended?		
	E.	Is th	e applicant or a control affiliate now the subject of any regulatory proceeding that could result in a "yes" answer to any part of 8C?		
			Civil Judicial Disclosure		
	F.	` '	Has any domestic or foreign court: (a) in the past ten years <i>enjoined</i> the <i>applicant</i> or a <i>control affiliate</i> in connection with any <i>financial services-related</i> activity?		
			(b) ever found the applicant or a control affiliate was involved in a violation of any financial services-related statute(s) or regulation(s)?		
			(c) ever dismissed, pursuant to a settlement agreement, a financial services-related civil action brought against the applicant or control affiliate by a State or foreign financial regulatory authority?		
		(2)	Is the applicant or a control affiliate named in any pending financial services-related civil action that could result in a "yes" answer to any part of 8F(1)?		
			Financial Disclosure		
			ne past ten years has the applicant or a control affiliate been a mortgage lender or a mortgage broker or a control affiliate of a mortgage lender or a mortgage broker that has been the subject of a bankruptcy petition?		
	Н.	Has	a bonding company ever denied, paid out on, or revoked a bond for the applicant?		
	l.	Doe	es the applicant have any unsatisfied judgments or liens against it?		

E	Schedule A IRECT OWNERS AND XECUTIVE OFFICERS answer for Form MU1 Item 4)	Applicant full lega	al name:				
1.			de information on the <b>direct</b> owners vners. File all amendments on Sche				e Schedule B in new
2.	Chief Compliance Office (b) in the case of an applica unless the applicant is a Direct owners include any pers a voting security of the applica parent, stepparent, grandparer same residence; or (ii) that he/ (c) in the case of an applica dissolution, or have cont (d) in the case of a trust that or have contributed, 10% (e) in the case of an applica contributed, 10% or more	or, Director, and indi- ant that is a corporal publicly traded con- son that owns, bene- int. For purposes of the spouse, sibling, she has the right to ant that is a partners tributed, 10% or mo- t directly owns 10% or more of the ap- ant that is a Limited e of the LLC's capit	ncluding Chief Executive Officer, Chividuals with similar status or function, each shareholder that directly impany; eficially owns, has the right to vote, of this Schedule, a <i>person</i> beneficial mother-in-law, father-in-law, son-in-oracquire, within 60 days, through this hip, all general partners and those one of the partnership's capital; of or more of a class of a voting secutive plicant's capital, the trust and each including Company ("LLC"), (i) those tall, and (ii) if managed by elected mons, including "qualified <i>persons</i> " or	ons; owns 10% or m or has the powe by owns any sec law, daughter-in e exercise of an limited and spe rity of the applications trustee; members that l anagers, all ele	ore of a classer to sell or discribes (i) own-law, brothe by option, wa cial partners cant, or that heave the right cted manage	s of a voting sec rect the sale of, ned by his/her or r-in-law, or siste rrant or right to that have the right has the right to r	curity of the applicant,  10% or more of a class of child, stepchild, grandchild, er-in-law, sharing the purchase the security. If to receive upon eceive upon dissolution, in dissolution, or have
3.	Are there any indirect owners of	of the <i>applicant</i> req	uired to be reported on Schedule B	?	Yes	☐ No	
4.	Complete the "Title or Status" shareholders, the class of sect		board/management titles; status as pre than one is issued).	a partner, trus	ee, sole prop	orietor, or share	holder; and for
5.	control. Note that under each "Yes" response, su	this definition, mos bmit Control Perso	if the person has "control" as define st executive officers and all 10% ow- ons Information on form MU2. er is a publicly traded company, ente	ners, general pa	artners, and t	rustees would b	
(In	FULL LEGAL NAM dividuals: Last Name, First Nam		Title or Status	% Ownership	Control Person	Publicly Traded	S.S. No., IRS Tax No. or Employer ID

### Schedule B INDIRECT OWNERS

(Answer for Form MU1 Item 4)

Applicant full legal name:	
Date:	

- 1. Use Schedule B only in new applications to provide information on the **indirect** owners of the *applicant*. Use Schedule A in new applications to provide information on **direct** owners. File all amendments on Schedule C. **Complete each column**.
- 2. With respect to each owner listed on Schedule A, (except individual owners), list below:
  - in the case of an owner that is a corporation, each of its shareholders that beneficially owns, has the right to vote, or has the power to sell or direct
    the sale of, 25% or more of a class of a voting security of that corporation;
     For purposes of this Schedule, a *person* beneficially owns any securities (i) owned by his/her child, stepchild, grandchild, parent, stepparent,
    grandparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, sharing the same residence;
    or (ii) that he/she has the right to acquire, within 60 days, through the exercise of any option, warrant or right to purchase the security.
  - (b) in the case of an owner that is a partnership, **all** general partners and those limited and special partners that have the right to receive upon dissolution, or have contributed, 25% or more of the partnership's capital;
  - (d) in the case of an owner that is a trust, the trust and each trustee; and
  - (e) in the case of an owner that is a Limited Liability Company ("LLC"), (i) those members that have the right to receive upon dissolution, or have contributed, 25% or more of the LLC's capital, and (ii) if managed by elected managers, all elected managers.
- 3. Continue up the chain of ownership listing all 25% or more owners at each level. Once a public reporting company is reached, no ownership information further up the chain of ownership need be given.
- 4. Complete the "Status" column by entering status as a partner, trustee, shareholder, etc. and if shareholder, class of securities owned (if more than one is issued).
- 5. In the "Publicly Traded" column, if the owner is a publicly traded company, enter the stock symbol; otherwise enter "NA".

FULL LEGAL NAME (Individuals: Last Name, First Name, Middle Name	Entity in Which Interest is Owned	Status	% Ownership	Publicly Traded	S.S. No., IRS Tax No. or Employer ID

AMEND SCHED (Amendmer	MENTS TO ULES A & B outs to answers for MU1 Item 4)			:			-	
1. This Scho	edule is used to amer	nd Schedules A and	d B of Forr	m MU1. Refer to tho	se schedules for s	pecific instructi	ons for complet	ing this Schedule C.
2. In the Ty	pe of Amendment ("T	ype of Amd.") colur	mn, indicat	e "A" (addition), "D"	(deletion), or "C" (deletion)	change in inforr	nation about the	e same <i>person</i> ).
3. List belo	w all changes to Sc	hedule A (DIRECT	OWNER	S AND EXECUTIVE	OFFICERS):			
(Individuals:	FULL LEGAL NAM Last Name, First Nan		Type of Amd.	Title or Status	% Ownership	Control Person	Publicly Traded	S.S. No., IRS Tax No. or Employer ID
4. List belo	w all changes to Sc	hedule B (INDIRE	CT OWNE	RS):		·		
(Individuals:	FULL LEGAL NAM Last Name, First Nan		Type of Amd.	Entity in Which Interest is Owned	Status	% Ownership	Publicly Traded	S.S. No., IRS Tax No. or Employer ID

# UNIFORM MORTGAGE CONTROL PERSONS INFORMATION FORM MU2 INSTRUCTIONS

### A. GENERAL INSTRUCTIONS

- 8. **FILING** Form MU2 must accompany Form MU1, the Uniform Mortgage Lender/Mortgage Broker form. Each individual, identified as a *control person* for the *applicant* on Schedule A, must complete Form MU2. An *applicant* must also refer to each *jurisdiction* in which it is applying for *jurisdiction*-specific requirements.
- 9. **EMPLOYMENT REPRESENTATION** The employment representation section must be completed by an authorized representative of the *applicant* (corporate officer, partner, member, sole proprietor, etc).
- 10. **TERMS USED** See the following Explanation of Terms section regarding italicized words/phrases.
- 11. **DATES** The filing date is the date *applicant* submits this form to the *jurisdiction(s)*. The effective date is the date *applicant* would like this license/registration or amendment to become effective. Consult applicable *jurisdiction* for effective date expectations.
- 12. **AMENDMENTS** The *applicant* must update information about a *control person* as required in each applicable *jurisdiction* by submitting amendments using Form MU2 in addition to Schedule C of Form MU1. On Form MU2, circle the item being amended. Complete only the information that is being amended as well as the name of *applicant* and the name of the *control person*. Consult each *jurisdiction* concerning the return of the prior original license/registration document when submitting the amended Form MU2.

### **B. FILING INSTRUCTIONS**

### 5. FORMAT

- A. Each individual identified as a *control person* on Schedules A or C must complete Form MU2. A fully completed Form MU2 for each *control person* is required to be submitted to each *jurisdiction* along with the *applicant*'s initial Form MU1. Form MU2 accompanies Schedule C when reporting new *control person(s)*. The *applicant* should contact the appropriate *jurisdiction(s)* for additional specific filing requirements.
- B. Employment history, item 5: provide the full legal name of the company, beginning with your current employer.
- C. The Acknowledgment & Consent section must include notarized original manual signature.
- D. The Mortgage Lender/Mortgage Broker Employment Representation section must include original manual signature.
- E. Type all information.
- F. Use only the current version of Form MU2 or a reproduction of it.

### 6. ATTACHMENTS

- A. Enclose a pair of Fingerprint Cards if required by applicable jurisdiction(s) per item 2 of form MU2
- B. *Jurisdiction(s)* will conduct additional background investigations (including personal credit and employment history) as appropriate for each *jurisdiction*.
- C. Depending on the *jurisdiction*, individual(s) originating mortgage loans at the business may need to file a Form MU4. Please consult applicable *jurisdiction(s)* to verify the requirements there.
- 7. **FINANCIAL RESPONSIBILITY** Consult each *jurisdiction* in which the *applicant* is applying to determine requirements for financial responsibility demonstrated by *control persons*. These may include the submission of personal credit reports, financial statements, surety bond(s), minimum net worth, or other requirements.
- 8. **JURISDICTION-SPECIFIC REQUIREMENTS** Consult each *jurisdiction* in which the *applicant* is applying for a list of requirements unique to the *jurisdiction(s)*, including applicable fees, etc.

### C. **EXPLANATION OF TERMS** – The following terms are italicized throughout Form MU2

#### 1. GENERAL

**APPLICANT** – The mortgage lender or mortgage broker applying on or amending information on this form. The only instance in which the *applicant* is an individual is in the case of a sole proprietorship.

**CONTROL** – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any *person* that (i) is a director, general partner or officer exercising executive responsibility (or having similar status or functions); (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; or (iii) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

**CONTROL PERSON** – An individual named on Form MU1 in Item 1A or in Schedules A, B or C, that directly or indirectly exercises *control* over the *applicant*.

**JURISDICTION** – A state, the District of Columbia, the Commonwealth of Puerto Rico, or any subdivision or regulatory body thereof.

**PERSON** – An individual, partnership, corporation, trust, or other organization.

### 2. FOR THE PURPOSE OF ITEM 6

**CHARGED** – Being accused of a crime in a formal complaint, information, or indictment (or equivalent formal charge).

**ENJOINED** – Includes being subject to a mandatory injunction, prohibitory injunction, preliminary injunction, or a temporary restraining order.

**FELONY** – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *felony* is an offense punishable by a sentence of at least one year imprisonment and/or a fine of at least \$1,000. The term also includes a general court martial.

**FINANCIAL SERVICES OR FINANCIAL SERVICES-RELATED** – Pertaining to securities, commodities, banking, insurance, consumer lending, or real estate (including, but not limited to, acting as or being associated with a bank or savings association, credit union, mortgage lender, mortgage broker, closing agent, title company, or escrow agent.

**FOREIGN FINANCIAL REGULATORY AUTHORITY** – Includes (1) a *financial services* authority of a foreign country; (2) other governmental body empowered by a foreign government to administer or enforce its laws relating to the regulation of *financial services* or *financial services-related* activities; and (3) a foreign membership organization, a function of which is to regulate the participation of its members in *financial services* activities listed above.

**FOUND** – Includes adverse final actions, including consent decrees in which the respondent has neither admitted nor denied the findings, but does not include agreements, deficiency letters, examination reports, memoranda of understanding, letters of caution, admonishments, and similar informal resolutions of matters.

**INVOLVED** – Doing an act or omission or aiding, abetting, counseling, commanding, inducing, conspiring with or failing reasonably to supervise another in doing an act or omission.

**MISDEMEANOR** – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *misdemeanor* is an offense punishable by a sentence of less than one year imprisonment and/or a fine of less than \$1,000. The term also includes a special court martial.

**ORDER** – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an *order*.

**PROCEEDING** – Includes a formal administrative or civil action initiated by a governmental agency, self-regulatory organization or a *foreign financial regulatory authority*; a *felony* criminal indictment or information (or equivalent formal charge); or a *misdemeanor* criminal information (or equivalent formal charge). The term does not include other civil litigation, investigations, or arrests or similar charges affected in the absence of a formal criminal indictment or information (or equivalent formal charge).

### FORM MU2

### CONTROL PERSONS INFORMATION

. •		UNIFORM  Applicant full legal na	M MORTGAGE L ame:				ORM		
		Date of filing:							
WARNIN	law perta administi		ousiness for which yo inal action.	u are appl	ying, may viola	ate the laws of the ju	<i>urisdictions</i> and	o comply with the provisions of d may result in disciplinary,	
APPLIC	ATION 🗌			AME	NDMENT [	(To amend, circ	cle items beir	ng amended.)	
1. Indi	vidual's identif	ying information:							
A.	Full last, first	and middle names:							
	Last name		First name		— F	ıll middle name		Suffix	
B.	. ,	ial Security Number:	☐ Male	☐ Fem	nala				
C.	` '	e of Birth (MM/DD/YYY)	_	<del></del>					
	(2) Stat	te/Province of Birth:	,		(3	Country of	Birth:		
D. This	List all other ifield should in	name(s) you have used nclude for example, nick	or are using, or by wanames, aliases, and	hich you a names use	re know or hav ed before/after	/e been known, oth marriage. (Use ad	er than your le ditional sheets	gal name, since the age of 18. sas necessary).	
	1. Name	•	2. Name		3. Name	<u> </u>	4. Nam		
E.	(For amendm	nents only) If this filing re	eports that an individu	ıal's name	has changed,	enter the new nam	e and attach s	upporting legal documentation	
	Last name		First nam	ne		Full middle r	name	Suffix	
F.	Office of Emp	oloyment address: (Do r	not use a P.O. Box)			If this address is	your private re	sidence, check this box.	
	Number and Stre	et		City		State/Country		Zip+4/Postal Code	
G.		dence address, if differe	ent:	Oity		State/Sountry		Zip 14/1 ootal oodo	
				0::		01.1.10		7: 4/2 410 1	
Н.	Number and Stre	<sup>et</sup> umbers and e-mail addr	rece.	City		State/Country		Zip+4/Postal Code	
11.	Business pho				Fax line				
	Area Code Cell phone	Telephone Number			Area Code	Telephone Nu	mber		
	Area Code	Telephone Number			e-mail address				
the best o current an they have	f my knowledg Id former empl , including with	ge. I understand that I all oyers, law enforcement nout limitation my credity case of former employe	m subject to administ agencies, and any ot worthiness, character rs, complete reasons	ictions on rative, civi ther <i>persol</i> , ability, bu	this form and to the control of the	hat my answers (independent of the parties of I give false any jurisdiction, or a ses, educational back	e or misleading iny agent actin	ments) are true and complete to g answers. I authorize all my ig on its behalf, any information ral reputation, history of my	
		,	M/DD/YYYY) or attested before me	е	Signature of (	Control Person	by		
	Notary seal he	ere on this	dov.of	Print Not	ary Public name	_		rol Person name	
		on this		Month		Year	State	County	
		MORTGAC	Notary Public Signat GE LENDER/MORTG		OKER EMPLO	YMENT REPRESE		ntment Expires (MM/DD/YYYY)	
regulation herein. I control pe	ns, and rules of have taken ap erson an oppor	edge and belief, the <i>con</i> f the <i>jurisdiction(s)</i> with v propriate steps to verify tunity to review the infor	ntrol person is currently which this application the accuracy and corrmation contained her	ly bonded is being fi mpletenes rein and th	where required led, and will be s of the inform the control pers	d, and, at the time of e fully qualified for thation contained in a	f approval, wil ne position for nd with this ap	I be familiar with the statutes, which application is being mac oplication. I have provided the and signed the form.	le
Date (MM/I	טט(YYYY)	Name of	f Mortgage Lender/Morto	gage Broker	(company)				
	ure of authorized	<u> </u>			rint Name		Title		
Ackno	owledgment &	& Consent and Employ	ment Representation notarization. Affix				full with origi	inal, manual signatures and	

A <i>pplicant</i> fu	III legal name	2:		Individual'	s full lega	I name:					
☐ I repres		ation filing representation: submitting, have submitted, or pror le(s):	nptly will subn	mit to the appropria	ite jurisdic	tion(s) two	fingerpri	nt cards	as required	d.	
☐ I am ap	plying as a c	ontrol person only in jurisdiction(s) t	hat do not rec	quire me to submit	fingerprint	card(s).					
3. Resid	dential Histor	y: Starting with current address (ite	m 1G), give a	II addresses for the	e past 10 y	ears. (Atta	ich addi	ional she	eets as nec	essary.)	
From (MM/YYYY)	To (MM/YYYY)	Street Address		City		State of Province		Zip o Postal C		Counti	У
4. Emp	I loyment Histo	I Provide complete employment	history for the	past 10 years. Ac	count for	l all time incl	uding fu	I & part-t	time emplo	yments, s	elf-
		ary service, and homemaking. Also employment was financial service-i						ded trave	el, etc. Ind	icate by "\	/ES" or
From (MM/YYYY)	To (MM/YYYY)	Employer (company name)	Position Held City State or Province		Cou	ntry	YES or NO				
5. Other F	 Business: Are	vou currently engaged in any othe	r business eith	her as a proprietor	partner, o	officer, direc	ctor, emi	olovee, tr	rustee.	YES	NO
ager and	nt or otherwis is recognized	e? (Please exclude non-financial sed as tax exempt.) If YES, provide the	ervices-related e following de	d activity that is exceptails: the name of	clusively ch the other	naritable, ci business; v	vic, relig	ious, or f he busin	fraternal less is		
the o	other busines	e-related; the address of the other bus; the start date of your relationship	; the approxim	nate number of hou	urs/month	you devote					
briet <b>Det</b> a	-	our duties relating to the other busin	iess. (Attach a	additional sheets a	s needed.	)					
		e answer to any of the following is "\ ms section of the instructions for exp			f all event	s or procee	dings in	an attac	hment. Re	fer to the	1
expire	anation of ten	·	Financial Disc							YES	NO
	in the past te	en years: d a personal bankruptcy petition or b	een the subje	ect of an involuntar	y bankrup	tcy petition	?				
		events that occurred while you exercinvoluntary bankruptcy petition?	cised <i>control</i> o	over any organizati	on, have a	any filed a b	ankrupt	cy petitio	n or been		
B. Has	a bonding co	ompany ever denied, paid out on, or	revoked a bo	nd for you?							
C. Do y	ou have any	unsatisfied judgments or liens again	nst you?								

Applic	ant f	full legal name: Individual's full legal name:		
		Criminal Disclosure	YES	NO
D	). Ha <sup>•</sup> (1)	ve you ever: been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any <i>felony</i> ?		
	(2)	been charged with any felony?		
E	. Bas (1)	sed upon activities that occurred while you exercised <i>control</i> over it, has an organization ever: been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any <i>felony</i> ?		
	(2)	been charged with any felony?		
F	(1) invo	ve you ever:  been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to a <i>misdemeanor</i> clving: financial services or a financial services-related business or any fraud, false statements or omissions, theft or any wrongful ng of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?		
	(2)	been charged with a misdemeanor specified in 6F(1)?		
G		sed upon activities that occurred while you exercised <i>control</i> over it, has an organization ever: been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to a <i>misdemeanor</i> specified in 6F(1)?		
	(2)	been charged with a misdemeanor specified in 6F(1)?		
		Regulatory Action Disclosure		
H		s any State or federal regulatory agency or foreign financial regulatory authority ever: found you to have made a false statement or omission or been dishonest, unfair or unethical?		
	(2)	found you to have been involved in a violation of a financial services-related regulation(s) or statute(s)?		
	(3)	found you to have been a cause of a financial services-related business having its authorization to do business denied, suspended, revoked or restricted?		
	(4)	entered an order against you in connection with a financial services-related activity?		
	(5)	denied, suspended, or revoked your registration or license, disciplined you, or otherwise by <i>order</i> , prevented you from associating with a <i>financial services-related</i> business or restricted your activities?		
	(6)	denied, suspended, or revoked your registration or license, disciplined you, or otherwise by <i>order</i> , prevented you from associating with a <i>financial services-related</i> business or restricted your activities?		
	(7)	barred you from association with an entity regulated by such commission, authority, agency, or officer, or from engaging in a financial services-related business?		
	(8)	issued a final order based on violations of any law or regulations that prohibit fraudulent, manipulative, or deceptive conduct?		
I.	Ha	ve you ever had an authorization to act as an attorney, accountant, or State or federal contractor that was revoked or suspended?		
J	. Are	e you now the subject of any regulatory <i>proceeding</i> that could result in a "yes" answer to any part of 6H or 6I?		
		Civil Judicial Disclosure		
K	. (1)	Has any domestic or foreign court ever:  (a) enjoined you in connection with any financial services-related activity?		
		(b) found that you were involved in a violation of any financial services-related statute(s) or regulation(s)?		
		(c) dismissed, pursuant to a settlement agreement, a <i>financial services-related</i> civil action brought against you by a State, federal, or <i>foreign financial regulatory authority?</i>		
	(2)	Are you named in any pending financial services-related civil action that could result in a "yes" answer to any part of 6K(1)?		
		Customer Arbitration/Civil Litigation Disclosure		
L	wh	ve you ever been named as a respondent/defendant in a <i>financial services-related</i> consumer-initiated arbitration or civil litigation ich: is still pending; or		
	(2)	resulted in an arbitration award or civil judgment against you, regardless of amount, or that required corrective action; or		
	(3)			
	. ,	Termination Disclosure		
M		ve you ever voluntarily resigned, been discharged, or permitted to resign after allegations were made that accused you of: violating statute(s), regulation(s), rule(s), or industry standards of conduct?		
		fraud, dishonesty, theft, or the wrongful taking of property?		